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Making the World Accessible

# Premier Literacy Suite Handbook



**Taking A Common Sense Approach To Literacy Technology**

**By Premier Literacy**

**[www.readingmadeez.com](http://www.readingmadeez.com)**

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## Premier Assistive Technology Unlimited Institutional License Agreement

The Premier Assistive Technology, Inc. Unlimited Institutional License Agreement permits an Organization (Hereafter "Organization") to use unlimited copies of each program on any computer owned by or under the direct jurisdiction of the Organization, limited only by its population.

An Unlimited Institutional License for the software developed by Premier Assistive Technology, Inc. allows you to easily deploy the programs to your computers. Traditionally, the software products developed by Premier Assistive Technology, Inc. normally require you to manually enter your registration detail on each machine that will use the software. **However**, to save the Organization time, our "institutional" license registration code allows the programs to be **registered only ONCE for a central location**, but can be used by all students/persons who have access to the programs on all workstations throughout the institution.

In order to qualify for the Unlimited Institutional License, an Organization must abide by the following terms:

- ➔ The Organization must register district information (locations, contact person, population, etc.) with Premier Assistive Technology, Inc. before installing their first copy for each location or user. This is not required if a grant application was completed. Premier Assistive reserves the right to audit this information to ensure compliance with software license purchase records.
- ➔ The software may **ONLY** be installed and used on computer systems owned by or under the direct jurisdiction of the Organization (e.g. leased equipment).
- ➔ The number of users is limited to the total number of users in the overall Organization population as stated when our software was acquired.
- ➔ If the Organization's population changes significantly (greater than 200), we must be notified immediately. Pricing adjustments may be necessary in order to accurately reflect total licensed users.
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### Unlimited Institutional License Pack

Each Unlimited Institutional License Pack includes one copy of: Talking Word Processor, Scan & Read Pro, Text Cloner Pro, Text-To-Audio, Premier Predictor Pro, Talking Calculator, Universal Reader Plus, Ultimate Talking Dictionary, PDF Magic Pro, PDF Equalizer ML, E-Text Reader, PDF Builder, Premier Internet Toolbar, Talking Checkbook and E-Library. If at any time, the copy needs to be replaced, you must contact us immediately and have all serial numbers available.

### Upgrades

All upgrades and technical support are included within the 12-month license fee.

**IMPORTANT !!** Your Unlimited Institutional License **DOES NOT** include licenses for other technologies (e.g. digital voices). You are **ONLY** allowed to install the specified applications described in the Unlimited Institutional License Pack paragraph above on multiple workstations. If you wish to purchase any other technologies for multiple installations, please contact Premier Assistive Technology for licensing and pricing options.

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## **What is included in the Premier Literacy Suite?**

**Universal Reader Plus**® Universal Reader Plus is the ultimate “read-anything-anytime” program. A world-class, all-purpose utility that allows the user to highlight text and have it read aloud within almost any application. The built-in, revolutionary “Talking Pointer” allows the user to place the cursor over the desired text to have it read aloud. The powerful Language Model Information Summarization (LMIS) feature allows the user to quickly and efficiently summarize information making it a valuable study tool.

**Ultimate Talking Dictionary**® The Ultimate Talking Dictionary is a robust talking dictionary offering 250,000 words. INTERLINK technology allows the user to find unknown words as well as known words. With special features that allow it to work with other literacy technologies, it is one of the most powerful and affordable dictionaries of its kind.

**Talking Word Processor**® Talking Word Processor is an easy-to-use and fully functional word processor program with Text-to-Speech capability. Compatible with most word processor files, it boasts many features including Grammar Check, Information Summarization, word & sentence repeat, word prediction, highlight & extract tool, and an integrated 250,000 word dictionary.

**E-Text Reader**® E-Text Reader is a must-have tool for reading electronic documents. With full editing capabilities and the ability to read multiple file formats, the E-Text Reader is a robust reading tool. Including such features as Information Summarization, multi-lingual translation, and text highlight and extract, it is a powerful tool in any Literacy Technology toolbox.

**Scan and Read Pro**® Scan and Read Pro is an affordable software solution for making reading easy. Changing printed text to understandable sound, it aids reading comprehension by highlighting each word as it is read aloud.

**Text-To-Audio**® A high-end application that takes existing digitized PDF and text files and converts them to multiple standard digital audio formats such as WAVE or MP3. Text-To-Audio can be used to create electronic audio books quickly and easily.

**PDF Equalizer ML**® PDF Equalizer ML is an exceptionally powerful program that allows the user enhanced control over PDF files without the complication of conversion. A substantial software solution, it easily reads PDF files aloud, converts to MP3 files, allows for the addition of synchronized NOTES, and offers information summary of content. Adding to its powerhouse features, PDF Equalizer ML supports English, French and Spanish, allowing the user to see dynamic screen changes once a language selection has been made.

**PDF Magic Pro**® PDF MAGIC Pro can convert virtually ANY PDF file (even encrypted) into any of 11 different file types, including MS WORD, RTF, ASCII TEXT and HTML....all of which are fully accessible. With our new “EXACT MATCH” technology, we also retain full page formatting (including color graphics, photos, boxes, columns, etc.) from the original document to the resulting document. The accuracy and integrity of the document is unsurpassed.

**Premier Predictor Pro®** The Premier Predictor Pro is a talking word prediction program that works with most computer programs. Predictor Pro will display word lists suggesting the most probable word at the top of the list. This technology can significantly reduce the number of key strokes an individual needs to make. It also includes a built in talking dictionary, word search and Document Digester™.

**Talking Calculator®** Talking Calculator is a fully functional talking calculator that works with or without a screen reader. Easy to use with large keys and contrasting colors, it displays your entries and your results as you work.

**Magnify It®** A magnification utility that turns your mouse into a magnifier. It has adjustable magnification size and levels. It also can be toggled ON and OFF with a single keystroke.

**PDF Builder®** Premier PDF Builder makes combining and manipulating PDF files easy. PDF Builder will do everything from creating PDF files from your own documents to capturing scans from your scanner and putting them directly into a PDF file. You can also merge two PDF files, delete pages from a PDF file, and even export a PDF file into six different formats. PDF files are a great way of distributing documents, but previously it was difficult to make changes to PDF files unless you had Adobe® Acrobat®. Now Premier PDF Builder lets you easily make changes to PDF files.

**Premier Internet Toolbar®** Turbo-charge your Internet experience with the *Premier Internet Toolbar*. It is a custom toolbar designed for Microsoft Internet Explorer. The *Premier Internet Toolbar* provides a variety of useful tools for accessing and capturing the Internet more efficiently, including a Talking Pointer to read text aloud just by pointing on any text on the Internet, Talking Dictionary, Comprehensive Text Reader, Web Grabber to capture any webpage directly to a PDF, Text Summarization utility, Text-To-MP3 file creation utility, Zoom In/Zoom Out screen magnification, and quick access to Premier Tools. These tools enhance your ability to study, research, retain, and recall information from the Internet more effectively than ever before.

**Text Cloner Pro®** Scanning applications with full OCR (Optical Character Recognition). Great companions to users who already have screen reader software. This revolutionary one-touch scanning works with virtually any scanner. Place a book or other document on a scanner and with a press of a button, the text appears on your computer screen.

**Talking Checkbook®** The Talking Checkbook is actually a **robust, yet easy-to-use financial management tool** that makes account management and check writing truly accessible. It even lets you print your own checks. The Talking Checkbook has a simple interface that makes managing any bank account easy. You can use it to manage virtually any type of account including checking, savings, money market, etc. It is designed for individuals who find it difficult to write in small areas and for those who find simple math difficult.

## Premier Toolbar

Premier Toolbar is offered as part of the Premier Technology line up and is free to anyone who has purchased any of our products. It gives users easy access to the tools installed on a users workstation. This is a dynamic tool bar that will detect which tools are installed on the workstation and then construct a “floating toolbar” where users can launch any program by just clicking on the toolbar. The icons on the toolbar will change as the user adds or removes Premier Tools installed on their workstation.

The toolbar has several features that make using the Premier tools easier. The toolbar icons can be displayed with or without text descriptions, and it can be displayed with or without the status bar.

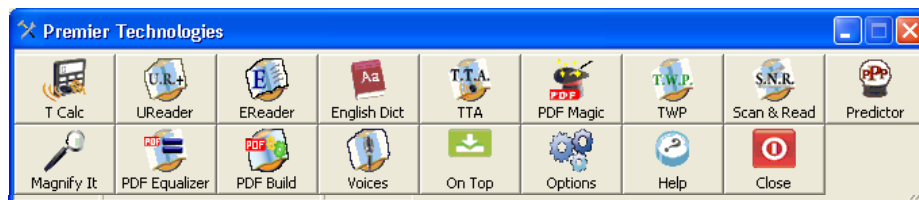
### Text and Status Bar



### No Text and Status Bar



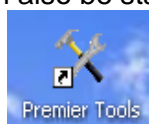
### Text No Status Bar



### No Text No Status Bar



The toolbar can be placed in your Windows STARTUP and it will launch every time the computer is turned on. It can also be started from the Desktop by double clicking the icon on the desktop labeled



“Premier Tools” . When the toolbar launches, it will detect the tools the user has access to.

The Premier Toolbar will recognize whether or not the following programs are installed on the workstation (regardless if the applications are or not included in the In-School program):

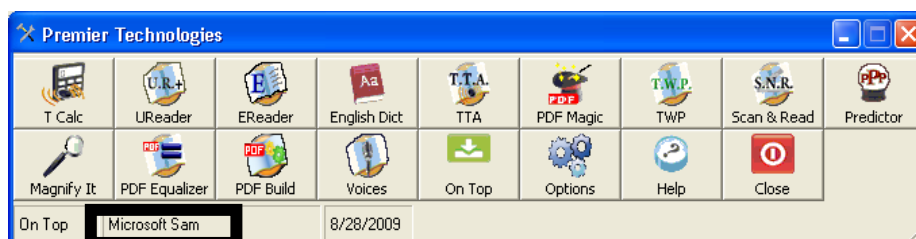
- Universal Reader
- Universal Reader Plus
- Scan and Read Pro
- Premier Predictor Pro
- Talking Word Processor
- E-Text Reader
- Text-To-Audio
- Ultimate Talking Dictionary
- PDF Magic Pro
- PDF Equalizer ML
- Talking Calculator
- Magnify It

## Changing Voices for All Programs

One of the advantages of using the floating toolbar is that it gives you the ability to quickly select a voice and set the reading speed for all the programs at one time. If you click on the Voices Icon on the toolbar, it will open up the Voice Options Window.



This window will display all the voices that are available on that computer. You can select the desired voice and reading rate. Select OK, to change the settings for all the programs. The voice that has been selected is displayed in the status bar if you have the toolbar set to “visible”.



This sets the default voice and reading rate for all applications on the Suite. You still have the ability to go into each program and customize the voice for a single program. The next time you change the voice from the toolbar, however, it resets the voice for all the programs.



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## Voice Selections

The system comes with several high quality digital voices. You can change the voices at any time by pressing the F12 key, or you can press ALT+T to bring up the Settings menu. You can then select Voices from the menu (see below).



You can scroll through the list of voices until you find the one you want. As you select a voice, the voice will be read to you so you can hear what the voice sounds like.


Once you have selected the desired voice, you can adjust the rate by moving the first slide bar to the right for faster and left for slower. (You can also use your LEFT ARROW or RIGHT ARROW keys to adjust the slide). Select the Test button to hear what the new settings sound like. The Rate can be adjusted from a -10 to 10, with 0 being the default. You only have to set the voice when you want to change. The system remembers your last setting each time you start the system. Once you find a voice setting that you are comfortable with, you will rarely need to change it again.

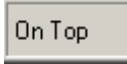
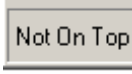
Select the OK button to close the window and save the changes. Selecting the Cancel button will close the window without saving any of the changes.

## On Top/Not On Top

The user has flexibility for viewing the toolbar. You can have it "Always On Top" so the toolbar is always accessible no matter how many programs are open. Or the toolbar can be set so that it is Not On Top so that when an application is brought to the front, the toolbar will go to the back ground so that it will not block any part of the foremost application. Users can quickly toggle




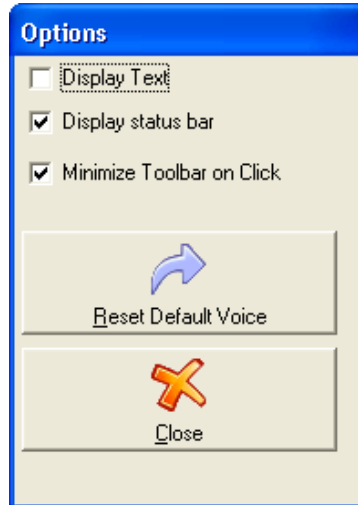
between the being "On Top" or "Not On Top" by selecting the On Top . The status bar will display the current state of the toolbar. When the toolbar is locked on top, it will say

On Top  in the status bar. If it is not locked, it will say Not on Top . Click the On Top icon once to change it from one state to another.

## Options

The toolbar has 4 different display modes and that are with or without text under the icons and/or with or without the status bar. These options are designed to let the user choose how they want the toolbar to

look. To change the look of the toolbar, click on the option button  located near the right end of the tool bar. When you select the option button, the option window will open.



On this window you will see check boxes. When there is a check in the checkbox, the option is turned on.

## Display Text

To display the text under the icons on the toolbar, place a check in the checkbox



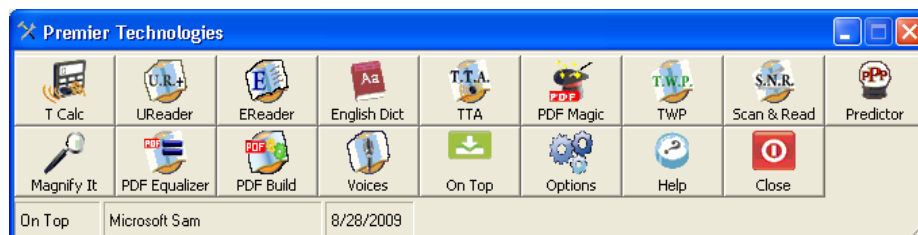
Once users get used to understanding the function of the icon, they often turn off the text and just display the icons. This makes the toolbar smaller.



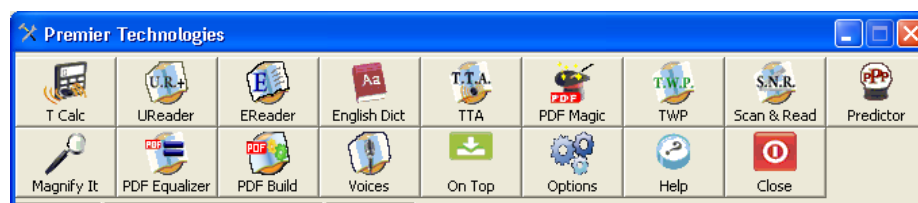
## Turning the Status Bar On or Off

Users can also turn the status bar On or Off from the options menu. Put a check in the check box that says “Display Status Bar” to show the status bar.

### Status Bar On



### Status Bar Off



## Premier Toolbar Help

The HELP menu only contains Help files for the tool bar and not for the individual programs. To see the Help file for a particular program, you will need to launch the program and then select the HELP within that program.

## Technical Support

If you ever need technical support, just click on the Technical Support link on the “ABOUT” window. It will launch your default email program, so you can send an email message to get help.

Email Support: [support@readingmadeeasy.com](mailto:support@readingmadeeasy.com)

URL: [www.readingmadeez.com](http://www.readingmadeez.com)

Phone Support available 8:00-5:00 EST: 815-927-7390 option 2

## Computer Security for the Premier Literacy Suite

Several of the programs in the Premier Literacy Suite need to be able to create temporary files. Therefore, users with “non-admin” profiles must have “**read and write access**” to the Premier AT folder and all of its sub-folders.

## System Requirements

**Operating System:** Microsoft Windows XP Home/Pro, Vista.

**CPU:** 900 MHz or Faster

**Disk Space:** 400 MB of free space

**Memory:** 512 MB recommended

**CD:** 4X CD Rom or faster

**Sound:** Sound card, with speakers or headphones

**Keyboard:** Standard 104 key Windows keyboard

**Scanner Requirements:** Premier Literacy scanning products support virtually all flatbed USB and multi-function scanning units.

**Scanners from the following vendors have been tested with the Premier Literacy Suite:**

Visioneer One-Touch  
Epson

Canon  
Hewlett Packard

**Important:** *These vendors (as well as others) are continuously releasing new scanner products. Please be sure that you have installed the most current scanner drivers (software) to ensure up-to-date compatibility with your system.*

The **Premier Internet Toolbar** requires Internet Access, Internet Explorer version 6.0 or higher, and Display Resolution 1024x768 or higher recommended.

## Local Installation

The applications contained in the **Premier Literacy Suite CD (standalone version) cannot be run directly from a server** (for information on a network server version, please refer to the “Network Server Installation” section of this manual). However, the applications on the Suite CD can be installed from a network drive. To install the Suite from a network drive, copy the entire content of the Suite CD into a network shared folder. From the workstation, go to the folder with the Suite install files and run the file “PATSetup.exe”. This will install the Suite.

For deployment over larger networks, we have an MSI Pack. This will allow the network administrator to push the software out to individual workstations without having to physically go to each workstation to install the software. To receive a download link to the most recent Premier Literacy Suite MSI Pack, email [support@readingmadeeasy.com](mailto:support@readingmadeeasy.com) and ask for the link to the Premier Literacy Suite MSI Pack. You must include your organization’s name and contact information.

## Network Server Installation

To run the Premier Literacy Suite from the network, you will need the Premier Literacy Suite Network version download links. The Network version is available at no additional charge with your current In-School license. Please email [support@readingmadeeasy.com](mailto:support@readingmadeeasy.com) to request the latest download links.

The network installation is done in two parts. You have (1) the “Thin Client” install for workstations on the network, and (2) the actual Premier Literacy applications, which are installed on a “Network server”.

### Network Installation

To install the network version of Premier Literacy Suite on a Windows 2003 Server or a Novell server environment please use the following Steps:

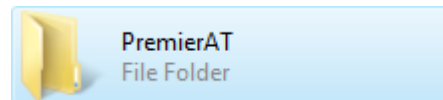
1. Download the network version obtained from Premier Literacy.
2. Unzip the contents of the download to your desktop. The contents should look like the picture below.

Name	Date modified	Type	Size	Tags
Common	11/10/2008 1:56 PM	File Folder		
Network Programs	11/10/2008 1:57 PM	File Folder		
Accessibility Suite Han...	10/16/2007 8:22 PM	Microsoft Office ...	1,256 KB	
ACCNetworkClient-95...	10/23/2008 2:35 PM	Windows Installer ...	50,845 KB	Install

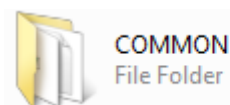
3. On your server create a mapped drive that all users have access to with at **least read /write rights**. An existing one may be used.



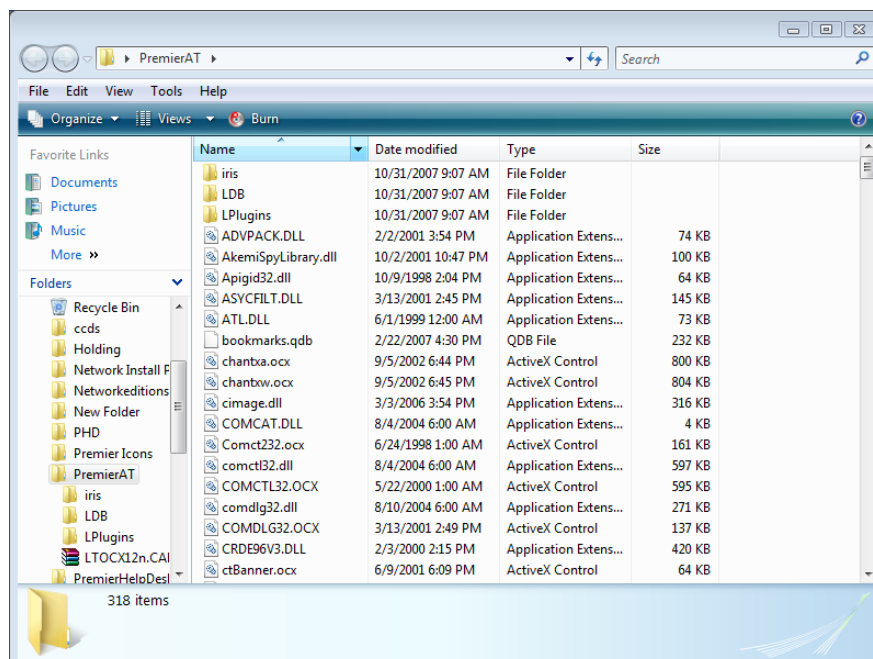
4. Within the mapped drive create a directory (folder) called PremierAT and again users should have at **least read / write rights**.



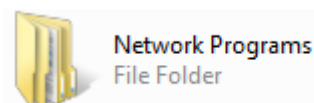
- Open up the COMMON folder and select all the files (control key A) and copy the contents (control key C) and paste them into the PremierAT folder (control key V).



You may also drag and drop the contents of the COMMON folder into the PremierAT folder. The PremierAT folder contents should look like the picture below. **NOTE:** Do not copy the COMMON folder, copy the **contents** of the folder.



- Next open up the Network Programs folder the contents should look like the picture below.



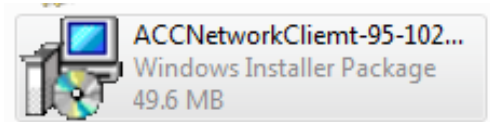
Name	Date modified	Type	Size
E-Text Reader	10/31/2007 8:34 AM	File Folder	
Magnit	10/31/2007 8:34 AM	File Folder	
PDF Equalizer	10/31/2007 8:34 AM	File Folder	
PDFMagic	10/31/2007 8:34 AM	File Folder	
Premier Predictor Pro	10/31/2007 8:34 AM	File Folder	
Scan and Read Pro	10/31/2007 8:34 AM	File Folder	
Talking Calcuator	10/31/2007 8:34 AM	File Folder	
Talking Word Processor	10/31/2007 8:34 AM	File Folder	
Text To Audio	10/31/2007 8:34 AM	File Folder	
Ultimate Talking Dictio...	10/31/2007 8:34 AM	File Folder	
Universal Reader	10/31/2007 8:34 AM	File Folder	
Ureader Plus	10/31/2007 8:34 AM	File Folder	
PPPPandPDFE.zip	9/16/2007 3:24 PM	WinRAR ZIP archive	54,339 KB



For each application you wish to have users access, open the application folder (and copy the contents of the folder) to the PremierAT folder just like the COMMON folder in step 5. This is done so you have control over what applications are used by the end user. If you are prompted to replace a file do so.

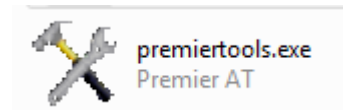
7. Once all the applications are copied to the PremierAT folder it is time to install the Thin Client.

**MSI Package**— The MSI Package can be pushed out through “network policies”. It does not prompt for any information; it just copies the files to the “Premier AT” folder (located on the C:\Program Files\Premier AT directory for that workstation) and registers the libraries needed for some of the applications. The complete Thin Client can be removed by just deleting the Premier AT folder on the client workstation.



**Note: The Thin Client (workstation)** contains files that have to be registered on an individual workstation for the applications to run from the network. The files installed for the Thin Client are static and do not need updating. Every file is installed in the “Premier AT” folder located on the C:\Program Files\Premier AT directory for that workstation. This folder is created and is used to store temporary files created during the use of the programs. For example when a user scans, the image is temporarily stored in this folder. If your network is running a configuration control program (e.g. Deep Freeze), these files will be automatically removed when the user re-boots their workstation for any reason.

8. Finally, from the PremierAT folder find the premiertools.exe and create a shortcut by right clicking the icon and selecting create shortcut. You can now push this shortcut through policies or Zen (Novell) to the client workstations and place on the desktop (if policies permit) or the Start Menu all programs folder so all users can see the shortcut when logged in.



## ***The Thin Client (workstation)***

The Thin Client contains files that have to be registered on an individual workstation for the applications to run from the network. The files installed for the Thin Client are static and do not need updating. Every file is installed in the “Premier AT” folder located on the C:\Program Files\Premier AT directory for that workstation. This folder is created and is used to store temporary files created during the use of the programs. For example when a user scans, the image is temporarily stored in this folder. If your network is running a configuration control program (e.g. Deep Freeze), these files will be automatically removed when the user re-boots their workstation for any reason.

## ***ACCNetworkClient.msi***

**MSI Package** does not put anything in the START UP menu or on the DESKTOP. Users simply access the applications directly from the toolbar. Once the applications are installed, you will need to place a short cut to the “premiertools.exe” on the DESKTOP and/or in the START UP folder, so when the user logs in, they can start the toolbar and select the application they want to use.

## ***Managing which programs are available to users.***

The floating toolbar will automatically detect which programs are installed on the network. If you want to add a program to the network, just copy the files from the master CD for that program onto the network server where the Premier Products are already installed. As soon as the files are copied, the next time the toolbar is launched by the user, it will display the application that has been added. To remove a program from the network, just delete the files listed for that program. The next time a user launches the toolbar, the icon for that program will be gone.

## ***Making programs available on the network***

The following products are available to be run from a network server.

- Scan and Read Pro
- PDF Equalizer
- Universal Reader Plus
- Universal Reader
- Talking Word Processor
- Ultimate Talking Dictionary
- PDF Magic Pro
- PDF Builder
- Premier Predictor Pro
- Talking Calculator
- Text To Audio
- E-Text Reader
- Premier Toolbar

## ***Removing an Application from the Network***

To remove a product from the shared folder – delete the same files from the network that are specific to just that application. The next time the user launches the toolbar, the icon for that product will be gone.

## ***Updating the Network Products***

To update a product on the network, network administrators will receive a compressed zip file of all the files needed for that application. All they need to do is copy the contents of the zip file onto the network. The next time the user launches the application from the Premier Toolbar, they will have the latest version of the application.



## ***Application Folder File Contents***

### **Scan and Read Pro**

Scan and read pro.doc  
SNr101.htm  
SNr102.htm  
SNr103.htm  
snr1011.swf  
SNR1022.swf  
snr1033.swf  
SNRHLP.CNT  
snrhlp.doc  
snrp6.chm  
snrpro.exe

### **Universal Reader Plus**

The Universal Reader Plus.doc  
ureader5.swf  
Ureaderplus.exe  
urp2.swf  
URP101.htm  
URP102.htm  
urph.chm

### **Universal Reader**

The Universal Reader.doc  
UR41.swf  
UR101.htm  
UR4102.htm  
ureader5.swf  
Ureader.exe  
urhlp.chm

### **Ultimate Talking Dictionary**

tctalk.tdg  
utd35.swf  
UTD101.htm  
UTD102.htm  
UTD103.htm  
UTD manual.doc  
utd.chm  
UTD.exe  
utdwini.swf  
utdwithjaws.swf  
wl.dqb

### **Talking Word Processor**

- grammar.g1
- TWP101.htm
- mhlptwp.doc
- pos.m1
- pos.p1
- TEST8.swf
- twp4.swf
- TWP102.htm
- TWP103.htm
- TWP 8 Manual.doc
- twp.exe
- twpwp2.swf
- utdc.wwd
- WGram32.dll
- wp.dqb
- WPos32.dll

### **PDF Magic Pro**

pdf3.chm  
pdf35.swf  
PDF101.htm  
PDF Magic 4.doc  
PDFMagic3.exe

### **Premier Predictor Pro**

ppp3.swf  
ppp5.swf  
ppp7.swf  
PPP101.htm  
PPP102.htm  
PPP103.htm  
ppp.exe  
PPPhelp.chm  
Premier Predictor Pro.doc  
wpp.dqb

### **Talking Calculator**

Calc1.exe

### **Text to Audio**

audio.chm  
Manual-Text to Audio.doc  
MP3.HLP  
Text to Audio Quick Start.doc  
TexttoAudio.exe  
ttahlp.chm

### **E-Text Reader**

E Text Reader.doc  
EBR101.htm  
ebr102.htm  
elibvo12.swf  
etr.chm  
ETReader.exe  
text.swf

### **PDF Equalizer**

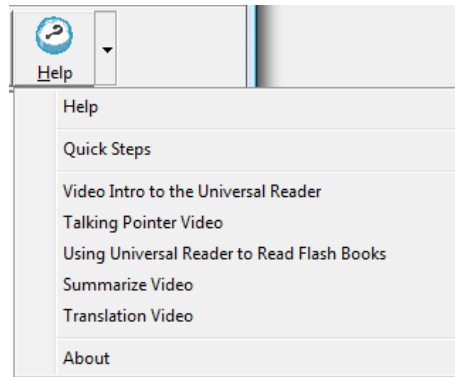
bookmarks.qdb  
pdfreader.exe  
pdfehelp.chm  
pdfe101.wmv  
pdfe102.wmv  
pdfe103.wmv  
pdfe104.wmv  
pdfe105.wmv  
PDF Equalizer.doc

### **Premier Toolbar**

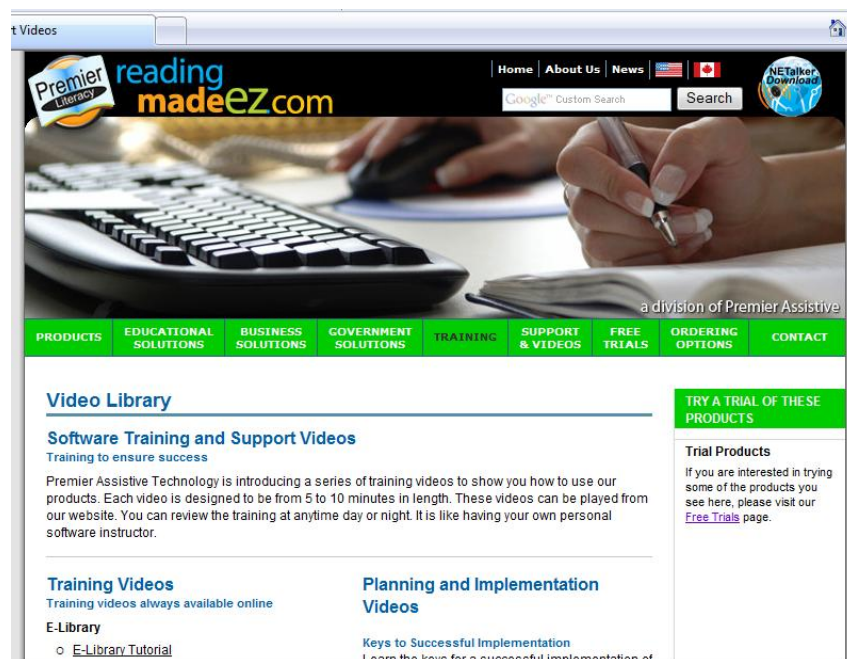
premiertools.exe  
tb.chm  
premier toolbar.doc

## Instructional Training Videos

There are different ways to watch the product training videos. You can launch videos from the HELP menu within each application by selecting the VIDEO options.



Additional videos are also available online at our website [www.readingmadeez.com](http://www.readingmadeez.com). Go to the “Support & Videos” tab, on the left-hand side click on “Support & Training Videos”, and then select the instructional training video of your choice.



## User Manuals

The User Manuals are installed when you install the Premier Literacy Suite. Each product manual is installed when the product is installed. The manuals are in MS Word format. If you want to read them and do not have MS Word, you can use the E-Text Reader or the Talking Word Processor to open the files so they can be read. These manuals can be freely printed and distributed.

## Deployment / Operational Guidelines and Tips

Probably the leading question we get from schools engaged in Premier's "In-School Literacy Technology" program is "HOW DO I GET STARTED?"

As with any major undertaking, using an organized approach to both getting started and ongoing operations will significantly increase the likelihood and speed of your success. The following high-level suggestions will enhance your positive experience with Premier Literacy:

- 1. Double-check your software.** For ease of institution-wide deployment, ALL of the software is provided via download for both the Premier Literacy Suite MSI Pack ("push policies") and Network Server version. *Please be sure to provide Premier with valid email addresses for who will receive the download links.* Your Technology staff will download these versions for installation. If you require a local install CD (standalone version) for software installation on local workstations, please send your request to Premier Customer Service at [csr@readingmadeeasy.com](mailto:csr@readingmadeeasy.com) or 815-927-7390 option 1. For technical assistance, contact Premier Technical Support at [support@readingmadeeasy.com](mailto:support@readingmadeeasy.com) or 815-927-7390 option 2.
- 2. Where are all of the product manuals?** All product manuals (one for each application in the Premier Literacy Suite) exist in electronic form (MS WORD format) and are loaded when you install the Premier Literacy Suite. You can access application manuals by (1) selecting the START PROGRAMS menu (2) selecting the PREMIER AT directory (3) selecting the tab labeled MANUALS and (4) selecting the corresponding manual (e.g. Talking Word Processor). This will open the entire manual and allow you to view it online. You can even use one of our "reading" software applications to have it read to you or print your own manuals. You are allowed to print as many as you wish for no extra charge.
- 3. Spread the Word - Planning and Organization.** The more people who are aware of this program in your school, the better. You should definitely share the program information with administrative officials in your school so that THEY understand it as well. This is a great way to garner further organizational support for your initiatives. Don't forget the parents and your other colleagues. A positive initiative such as this program deserves all the accolades and ongoing support you can generate by working with others. Everyone wants to hear GOOD news about their schools.

The importance of planning with all segments of your organization cannot be overemphasized. Given the nature of unlimited licenses for the entire Premier Literacy Suite for ALL workstations and ALL students in your school system, it is essential that virtually all functional disciplines / departments participate in the planning, deployment and ongoing operations of the applications. This means you should involve key representatives from Administration, Curriculum Development / Planning, General Education, Special Education, Information Technology, Assistive Technology and any other departments that may be directly or indirectly impacted. Of course, don't forget one of your most important constituents – families. Rightfully, they ARE the ultimate beneficiaries of these progressive technologies and wholesale change to literacy for your institution. As you well know for many other initiatives, the combined energies of parents and teachers are a formidable force for action. Remember that a wholesale deployment of an institution-wide initiative such as this requires collaboration and cooperation from everyone, so be sure to get everyone involved. Conversely, failure to involve all affected parties will almost certainly lead to delays, interruptions and lack of support.

**4. Proper email settings for your company.** This is VERY important. With the rapidly expanding use of “spam killer / spam blocker” software, many legitimate emails can be inadvertently blocked. While Premier Literacy certainly uses phone and fax for client communications, we also use email as a primary channel of communication with our customers. If you cannot receive email from us, you run the risk of not receiving important communications from us that are essential to the effective deployment and support for your program. Giving us a valid email during your application is only one step. The second (and very necessary) step is to check with your technical staff and advise them to set your organization’s email filters to accept email from the domains READINGMADEEASY.COM and READINGMADEEZ.COM (Simply show this note to them and they should know what to do). Please be assured that we do NOT sell email addresses to ANY other company or individual. These are only used as a means for Premier Literacy to get important information to you about the program and our technologies.

**5. Watch the product training videos.** Nowhere else can you get this much training this quickly than to spend 5-10 minutes per product watching our training videos. All videos are integrated into the HELP menu for each application. Of course, we still include complete electronic technical manuals with every product if you need that source of information too.

Videos are an ideal way to get a fast, but solid, basic understanding of each product, thereby, giving you a much better idea of how you might deploy these technologies in your organization. The training videos are also a great source for review when you just want a quick refresher. While we can make suggestions about some typical applications for deployment of our products, let your own imagination and requirements lead you to other applications as well. It is enlightening to see how some schools are effectively using our products to complement and enhance their overall literacy programs.

**6. Read the Quickstart Guides and Product Manuals.** A complete and comprehensive Product Manual is loaded during the installation of each product. At the beginning of each Product Manual is a Quickstart Guide that provides a brief overview of each product to get you up and running quickly. We strongly advise you to review the Quickstart Guide along with the Training Videos to get the best possible jumpstart to becoming productive. Of course, the full Product Manual is always available, but take advantage of your other learning tools first.

**7. Respond to Operational Surveys from Premier.** During the first year of your In- School program, it is imperative that we monitor your progress. The best way for us to do this through short surveys that allow you to tell us how you are doing. We will contact you (at approximate 90 day intervals) with questions regarding various aspects of your program. Please respond in a timely manner so we can quickly address any issues or concerns to optimize your opportunity for success.

**8. Don’t be Afraid to Call for Technical Support.** You would be surprised (or maybe you wouldn’t) at the number of individuals who hesitate to call Premier Literacy, and therefore, struggle with a problem for hours, days or maybe even give up, when all it would take is a 5-to-10-minute call to Premier Literacy that could easily answer their questions and get them on their way. **We WANT you to be successful, but you HAVE TO CALL US (or send email) if you need help!!!** Remember, the only stupid question is the one that DOESN’T get asked!! Don’t be intimidated...we don’t bite.....CALL US....PLEASE!!

- 9. On-Site Training.** In case your weren't aware, Premier Literacy offers full hands-on training at your facility to train up to 25 persons (teachers, technical staff, parents, etc.) per day on the use of all of the products in the Premier Literacy Suite included with your license. Of course, this hands-on training is the very best way for you to learn how to use our products. We do charge a flat-fee for this service regardless of the number of attendees (up to 25 per daily session), but it is time very well spent for organizations and participants to come away with a solid understanding of how our products work. And, of course, that can be followed up with self-paced review of videos and manuals to further strengthen product knowledge.
- 10. Webinars.** In addition to On-Site Training, self-paced videos and manuals, Premier Literacy Webinars can be made available to your district. Webinars are a great way to start your deployment of your Premier In-School program and provide staff with a high-level understanding of Premier's literacy tools and / or a quick and easy how-to of any features of a specific program (s). Webinars may be purchased in blocks of 1-hour sessions per single location and can be tailored to meet your needs. Because they are shorter sessions, they allow convenience in scheduling staff training (how about a session before/after school or during lunch?) and maximizes exposure to staff (unlimited attendees) at one time in any location.

We hope you find these suggestions useful in helping to accelerate the deployment of your In-School program in your organization. **WE ARE HERE TO HELP YOU!!!**

## Literacy Software Training

### **ONSITE TRAINING**

Premier Literacy regularly conducts classes for entire institutions to fully teach and demonstrate all of the products in the Premier Literacy Suite as a means of fast-tracking your implementation. Typically, these classes qualify as “in service” time for all teachers.

**WHAT DO WE TEACH?** For our onsite training sessions, we focus on “**How to integrate Literacy Technology into a classroom environment and help students develop life skills that will take them beyond school**”. We expect all participants to come away with a good basic first-hand knowledge of how our products actually work. Depending on the size of your facility, we can accommodate up to 25 individuals in an all-day session. We encourage not only school personnel, but other parents as well, to attend these sessions. There are also significant benefits to using these affordable products at home for students. Lectured topics include literacy technologies, terms, and design concepts and philosophies; introduction to all products in the Premier Literacy Suite; hands-on training and exploration (instructor-led and individual self-paced with instructor assistance).

The cost of the training is typically a flat fee of \$2,250.00 per day for up to 25 people.

### **WEBINARS**

Premier Literacy Webinars provide organizations with the flexibility and ease for planning and training staff. Webinars can supplement your scheduled Premier Onsite Training session or be integrated in your overall training strategy in stages and customized based on your needs.

The cost of a one-hour Webinar is \$200 per session / location for any number of people based on your organization’s facilities and equipment (i.e. projector, speaker phones, internet access) accommodations. Please schedule at least one week in advance to allow for prep time.

Types of sessions include:

- High-level overview (recommended for new In School Program participants) includes a brief overview of all tools and a basic review of one tool (e.g. Premier Internet Toolbar).
- Product Training - one comprehensive product (e.g. PDF Equalizer) or two products (basic reading tool like Universal Reader Plus combined with a more comprehensive application such as E-Text Reader).

If you have any further questions regarding our products, the training or to schedule a training session, please call us immediately at 815-927-7390. Thank you.

Respectfully,

Kenneth L. Grisham  
President / CEO  
Co-Founder



## Hot Key List

### **Universal Reader Plus**

Wakes it Up from the System Tray	CTRL + F6
Starts the Talking Pointer	CTRL + F7
Turns on the Talking Pointer	CTRL + Right Arrow
Turns off the Talking Pointer	CTRL + Left Arrow
Stop the Talking Pointer from Reading the Current Information	Pause Key

### **Talking Word Processor**

To Create a New Document	CTRL + N
To Open a Document	CTRL + O
To Save a Document	CTRL + S
To Save As a Different Name	CTRL + F4
To Turn On/Off Word Prediction	CTRL + W
To Change the Voice Rate	F12
To Select a Voice	CTRL + F12
To Print the Document	CTRL + P
To Exit a Document	ALT + F4
To Select All the Text	CTRL + A
To Cut Text	CTRL + X
To Copy Text	CTRL + C
To Paste Text	CTRL + V
To Use Find	CTRL + F
To Read	F6
To Read from the Beginning of your Document	CTRL + HOME
To Stop Reading	F7
To See a Definition of that Word	Double click a word
To Select a Word in the Prediction Word List	CTRL

### **PDF Magic Pro**

Open	CTRL + O
Change Output Name	CTRL + C
Start Process	CTRL + S
Help	F1
Exit	ALT + F4

## **E-Text Reader**

### File Hot Keys

Open	CTRL + O
New	CTRL + N
Save	CTRL + S
Print	CTRL + P
Close	ALT + F4

### Editing Hot Keys

Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Select All	CTRL + A

### Visual and Special Hot Keys

Highlight Selected Text	CTRL + H
Quick Zoom	CTRL + Q
Insert a Bookmark	F9
Move To Prior Bookmark	CTRL + F7
Move To Next Bookmark	CTRL + F8

### Reading Hot Keys

Read	F6
Stop Reading	F7
Read a Word at a Time	CTRL + Right/Left Arrow
Spell Word	Left or Right Arrow
Help	F1

## **Text-To-Audio**

Add a File	CTRL + F
New	CTRL + N
Remove a File	CTRL + R
Exit	ALT + F4
View Document	F6
Create an Audio File	CTRL + C
Process All	CTRL + P
MP3 Player	CTRL + M
Hear the Current Voice	F11
Voices	F12
Help Topics	F1

## **Scan and Read Pro**

To Scan	F5
To Read	F6
To Stop Reading	F7
To Read Highlighted Text Only	F8
To Change Voices	F12
To Read the Next Word	CTRL + Right Arrow
To Read the Previous Word	CTRL + Left Arrow
To Read One Line at a Time	Up or Down Arrow
To Spell Out a Word	Left or Right Arrow
To Create a New Document	CTRL+ N
To Open a Document	CTRL+ O

## **Ultimate Talking Dictionary**

Quick Lookup	F11 or ALT + F12
Wakes Up the Dictionary	CTRL + F12
Look Up Word in the Lookup Field	Enter
Start Reading	F6
Stop Reading	F7
Pause	F8
Help	F1
Select All	CTRL + A
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Copy Lookup Word to the Clipboard	F9
Print	CTRL + P
New Search	CTRL + N
Move to Previous Word	CTRL + B
Move to Next Word	CTRL + F

## **Text Cloner Pro**

Scan Fast Mode	F5
Scan for High Detail	F6
Create a New Document	CTRL+N
Cut Selected Text to the Clipboard	CTRL+X
Copy Selected Text to the Clipboard	CTRL+C
Paste Text from the Clipboard	CTRL+V
Search for a Word	CTRL+F
Open a Document	CTRL+O
Exit the Application	ALT+F4
Copy Utility	CTRL+U

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## **PDF Equalizer ML**

Open	CTRL + O
Save	CTRL + S
Print	CTRL + P
Copy as Text	CTRL + C
Paste	CTRL + V
Find	F3
Look Up Word	CTRL + W
Show All Bookmarks	CTRL + M
Add Bookmark	CTRL + B
Zoom	CTRL + Z
Go To Page	CTRL + G
Next Page	Page Down
Prior Page	Page Up
Read	F6
Stop Reading	F7
Help	F1

## **Talking Checkbook**

New Transaction	CTRL+N
Open Transaction	CTRL+O

### **Help F1**

#### **Reconciliation F2**

Calculator	CTRL+Q
Calendar	CTRL+C
Balance	CTRL+B
Search	CTRL+F3
Next Record	Down Arrow
Prior Record	Up Arrow
First Record	CTRL+Home
Last Record	CTRL+End
Exit	ALT +F4
Get to the menus	ALT
To Hear the Current Record	CLTR+R

## Appendix A - Installing Software

When you place the Premier Literacy Suite CD (local install) into your CD-ROM Drive “D:\”, the **autorun** feature should automatically start the setup program. It actually only copies files to your hard drive and will not interfere with your other programs.

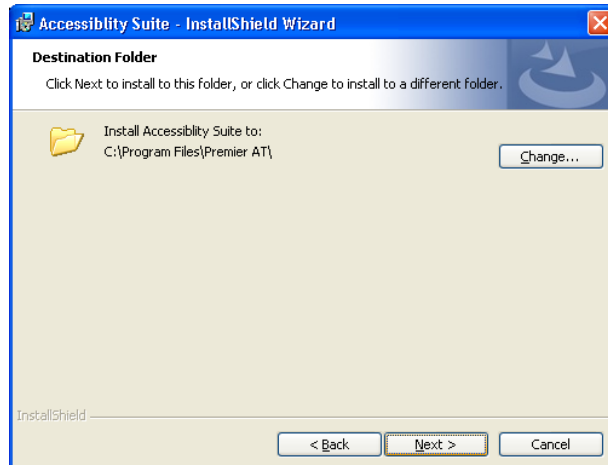
1. **Step One** is the Welcome screen. Simply select the Next button.



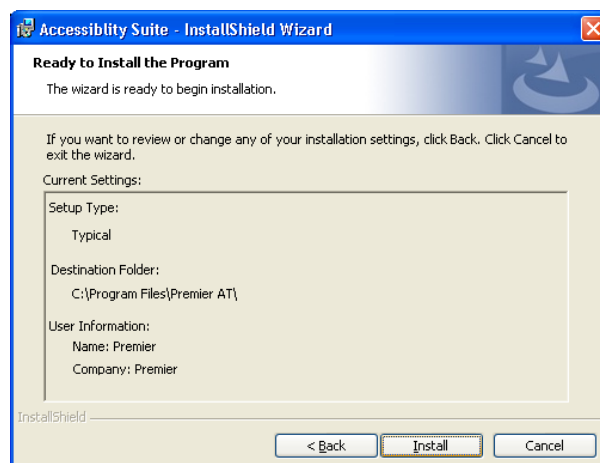
2. **Step Two** is the End User License Agreement screen. To continue, read and accept the terms and conditions of this agreement, then click the Next button.



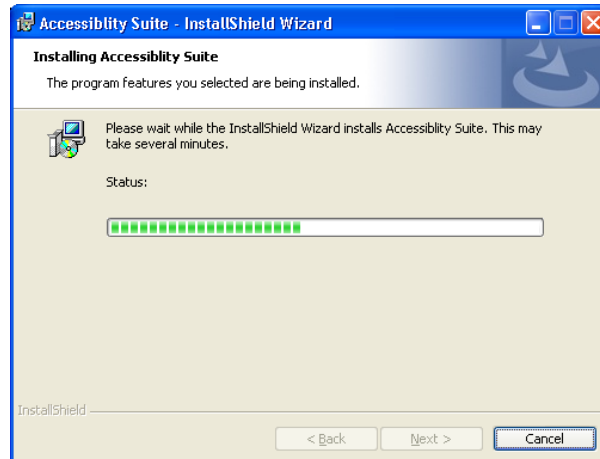
3. **Step Three** is the destination directory. By default, it places it in the program files on your C:\ drive. It is recommended that you keep the default location.



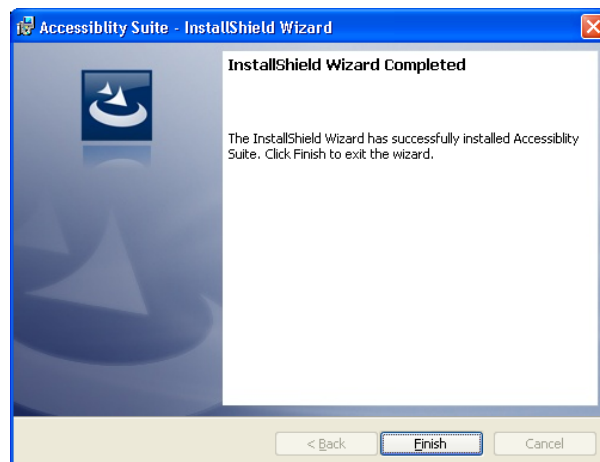
4. **Step Four** is showing that you now are ready to update your system configuration and begin installation. Click on Next button.



5. **Step Five** starts the installation process. Depending on the speed of your computer, this can take a few minutes.



6. **Step Six** finishes the installation. All you need to do is click the Finish button and you are done.



## Appendix B – Other innovations and products

# More Innovations From Premier Literacy !!

Premier Literacy continues to bring even more literacy technology innovations to schools and organizations than ever before. Included in this packet are details about our latest offerings designed to use literacy technologies in new and creative ways to serve more students, families and institutions. These include:

**Premier AT Home Program:** An exciting program option available to schools participating in the In-School Program. It is designed to provide students and their families with access to the same learning technologies at home that they use while in school. By making literacy a “family affair”, students and parents can engage in a literacy adventure together.

**NETalker:** Let Your Website “Speak” for Itself - With NETalker, making your current website talk couldn’t be easier. NETalker is affordable, easy to implement and maintain, provides full website accessibility, and allows your audience to both see and hear your site information.

**Premier Internet Toolbar:** “Turbo-charge your Internet experience” with the Premier Internet Toolbar. It is a custom toolbar designed for Microsoft Internet Explorer. The Premier Internet Toolbar provides a variety of useful tools to enhance your ability to study, research, retain, and recall information from the Internet more effectively than ever before.

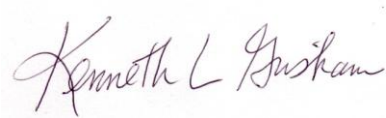
**Key to Access VPod:** The ultimate in portable accessibility. The Key to Access VPod not only has all the great features of our Key to Access MP3 player, but also advanced capabilities that allow you to utilize both *audio and video podcasts*.

**Key to Access:** The leading generation of portable learning technologies. The Key to Access contains our most popular learning tools pre-loaded on an *MP3 player* that you can plug into any PC for instant accessibility.

**Premier To Go:** The Premier To Go has redefined learning technologies. With Premier To Go, you can have immediate access to our powerful suite of learning tools wherever you go - no installation required. The applications come pre-loaded on an *Ultra Fast USB Drive*.

After you've had a chance to review enclosed information, please contact us with your questions and comments. We believe you'll find these exciting technologies can open up a world of new opportunities for you and your students. Please visit our website or call us directly for more details.

Respectfully,



President / CEO  
Phone: 815-927-7390  
Fax: 815-722-8802  
Email: [keng@readingmadeeasy.com](mailto:keng@readingmadeeasy.com)



## **Appendix C - Additional Libraries for Premier Predictor Pro**

- Alternative Medical Terms - 947 Terms
- Cardiovascular - 243 Terms
- Clinical Trial Acronyms – 615 Terms
- Dermatology – 105 Terms
- Foot & Ankle – 1186 Terms
- Gastrointestinal – 239 Terms
- Male Reproductive System – 65 Terms
- Medical – 13586 Terms
- Musculoskeletal – 348 Terms
- Neonatal – 440 Terms
- Neurologic System - 188 Terms
- Neuropsychological – 518 Terms
- Obstetrics & Gynecology – 878 Terms
- Oncology – 185 Terms
- Ophthalmologic - 398 Terms
- Physical Examination - 542 Terms
- Radiology and Nuclear Medicine – 133 Terms
- Respiratory - 237 Terms
- Stumper Terms for New MTs - 614 Terms
- Urology – 122 Terms